

Dear Sir or Madam,

in connection with the applicable laws, we inform you that Northstar Poland Sp. z o.o. with its registered office in Trzcianka REGON 570844191 processes your personal data in connection with the provision of services for the sale of goods and with the employment of employees, therefore, taking care of your integrity, we would like to provide information regarding the processing of your personal data.

Data controller

The administrator of personal data is Northstar Poland Sp. z o.o. is in Trzcianka. Our contact details are Northstar Poland Sp. z o.o, ul.27 Stycznia 47-48, 64-980 Trzcianka; e-mail address: rodo@northstar.pl.

Purpose and legal basis of processing

We process your personal data only to the extent necessary to enable us to pursue legitimate interests pursued by the Data Controller, in particular:

- execution of orders of goods, including preparation of the offer, handling of sales, delivery of goods
- handling complaints of goods,
- financial and tax settlements, keeping legally required accounting and tax records,
- recovery of debts,
- recruitment and employment of employees,
- storage of data for archiving purposes and ensuring accountability.

The processing of your personal data, such as your name, address, e-mail address or telephone number, is always carried out in accordance with the Data Protection Regulation [GDPR] and the national data protection regulations in force by Northstar Poland. We have collected data from you, in particular on the basis of forms, letters, contracts, statements, etc. received.

We need to collect personal data in order to enter into a contract with you and to comply with legal requirements. You are not obliged to provide us with personal data, however, we may not be able to provide the service or establish an employment relationship.

Who has access to your personal data?

The recipients of your personal data will be companies providing services in the framework of the achievement of common purposes, i.e. facility protection, legal services, technical support of ERP systems, disposal of documentation, training and other services provided to Northstar Poland employees.

How long do we keep your personal data?

We retain your personal data for as long as is necessary for the aforementioned purpose of processing. However, we do not retain your personal data for longer than is necessary by applicable law.

Your rights

If the processing is based on your consent, you have the right to withdraw your consent at any time. However, withdrawal of consent does not affect the lawfulness of the processing of your personal data on the basis of consent before its withdrawal. You have the right to request access to and rectification of the information relating to the personal data processed. You also have the right to object to the processing of your personal data and the right to request the erasure of your personal data. You also have the right to receive your personal data in a structured, commonly used and machine-readable format and the right to transfer this data to another controller (data portability).

In order to exercise these rights, please contact: Northstar Poland Sp. z o.o, ul.27 Stycznia 47-48, 64-980 Trzcianka e-mail address: rodo@northstar.pl.

If you are not satisfied with our service, you have the right to lodge a complaint about the supervisory authority dealing with the protection of personal data, i.e. the President of the Office for Personal Protection or other competent supervisory authority in accordance with the General Data Protection Regulation.